G R S App F IX 4]

Previous References

1948 - 49

(Jr 1)

File No 12-1

Serial Nos 49, 50

Later References

9 T B 14-52 140, 150, 161

GENERAL AND REVENUE SECRETARIAT

Serial Nos 5150

P-13/E

Part B for Jan '49

SUBJECT

Additional Establishment ~~xx~~ for the Administrative Branch of the Bangalore City Improvement Trust Board Office

To The Chairman, C I T B, Bangalore City
" " Auditor, P W D through The Fd Secty
" " P S C in Mysore
G O No L 8069-71/~~Rev-V-49~~ D 17/19-1-49

Directs that only two additional Clerks and one Office band be appointed for one year

Notes. —— 6 Pages

Grocer. — 9 Pages

21657/L

1) Letter No J 164/48 dt 13-9-48 from the chairman, Bangalore city Improvement Trust Board requesting sanction to the appointment of three more clerks and one draftsman in the Administrative section of the Trust Board

1) submitted with a draft letter calling for certain information

MA 20/9
Pr 21-9-48

2) Issued
for 22/9/48

To,
The chairman,
Bangalore Trust Board

2 3280 dt 27-9-48
calls for certain information

Sent A 4/10

Letter No J 202/48-49 dt 1-10-48 from the chairman, C I T Board, Bangalore

3) submitted

The chairman, city

(please turn over)

Improvement Trust Board,
Bangalore requests sanction
to appoint three more clerks
on Rs 40-2-50-3-80 each
for and one draftsman in the
Administrative section of his
office for reasons stated in
his letter of 13-9-48. He
has also sent a statement
work done in this section
during the last three years
under the heads noted
therein

4) The present strength of
the Administrative section is
noted below:-

a) Office Assistant — one
(Instructor shorthand)

b) One Head clerk

c) Two Stenotypists —
one senior & the other Junior

Additional establishment in the Administrative
2165 / 2865/Ind Section of the Sugarcane Technical
and d) two clerks

5) In the above circumstances, the Economy officer may perhaps be consulted as to whether the proposal of the chairman to appoint three more clerks and one Daftaribaud in addition to the staff referred to under para 4 supra, may be sanctioned

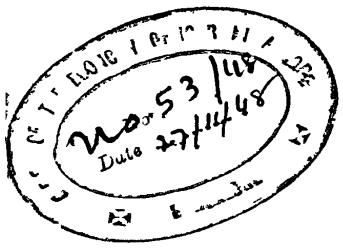
A

5455
23/11

hra 13/11 6) A - as may be done

new scale Sar 24/11/48

7) Yes
8
24/11/48



8) No 118/26 11 48
Forwarded with compliments to the Economy officer for favour of perusal on the points marked at 'A' above

By order

J. Ramachandran
for Revenue Secretary
26/11/48

Recd 27/11/48

re appointment of additional staff in 28
the Bangalore Trust Board

existing
his office, in addition to the staff
referred to under para 4 supra
The reasons given for appointing this
staff are noted in his report
dt 13-9-48 (flg Y) on account
of the increased work in the office
of the Trust Board, the need to
have this additional staff
is felt necessary and there are
good reasons to sanction the additional
staff proposed

13) In these circumstances,
the staff consisting of three clerks on
Rs 40-2-50-3-80 and one Daftaband on Rs
may be sanctioned for a period
of one year in the first instance,
on a temporary basis. Further sanction
may also be considered in the matter

hra 14/12 General Secy for 15/12/48
14
Minister (Home)
His
Views (Secy)

15/12
666
15/12
2665/Fnl

GENERAL & REVENUE SECRETARIAT
U O NO FL 4962
21 DEC 1948
FINANCIAL OFFICER BANGALORE

15

The additional clerks are wanted by the
Chairman one is said to be for "Petitions" He will
not be receiving petitions from 11 to 5 and a whole

16/12
16/12/48

Additional asstt in the A T B

time clerk for petitions alone is not necessary. Similarly of the 2 existing clerks one may look after both 'from' and 'to' registers 4962/X

(b) So two additional clerks and a dafferband would be enough This Staff may be kindly sanctioned for 1 year in the first instance

OF THE HOME
6978
24 DEC 1948

22/12/48 23/12

submitted with a draft G.O.,
(The scale of pay of the dafferbands is fixed at Rs 25-1-30, as in the case of the Dafferbands of the Rev Dept)

Pr 5-1-49

Pr Com 4208
Fin Secy's opinion accepted
Draft for Govt

17/1 17/1 18/1/49

To
The Chairman, C.W.T.B., Bangalore,
" Auditor, P.W.D. through Financial
" C.P.C. in Mysore Secretariat
" G.O. No. H 8069-71, dated 14-48-50
Sanctioned 12/19/1/49

Mt - 14-143-49

Office of the City Improvement Trust Board,
"Ranga Vilas", Seshadri Road,
Bangalore, Dated, 13th September 1948

G 164/48

To

JANAB SYED ABDUL ALEEM, B A ,
Secretary to Government,
Revenue Department,
B A N G A L O R E

GENERAL & REVENUE SECRETARIAT
16 SEP 1948
2165
MUNICIPAL BRANCH

REVENUE SECT
1419

Sir,

Subject Additional Establishment for the Administrative branch of the Trust Board Office

---

I have the honour to state that at the time of formation of the Trust Board in 1945, a skeleton staff, consisting of the marginally noted establishment for the Administrative section barely to meet the minimum needd for the organization and running of the office was sanctioned by Government (Vide your D O Letter No 5338 dated 15-12-1945)

1 Office Assistant
2 Head Clerk
3 Two Clerks
4 One Steno-Typist
5 One Typist

2 With the sanction of several schemes and those under formulation, the work in the Administrative section has considerably increased in recent months as could be seen from the statistics furnished in the enclosed statement In fact the work has nearly doubled itself during the current year and it being managed with great difficulty with the meagre staff sanctioned at the time of the formation of the office

3 No Record keeper has been sanctioned, and without a Record keeper it has been found very difficult to keep the Records in order and trace out the papers required by the Officers of the Board for reference

P T O

4 Registering work has also considerably increased--both incoming and outgoing--apart from petitions for sites and reminders thereto received in large numbers from the public

5 With the increase of work in the Board, the establishment of other sections in the Office, like the Engineering, Drawing, Land Acquisition and the Accounts sections has been strengthened as and when need arose. The strength of the Administrative section has, however, remained the same as it was, when the office was started

6 Taking into consideration the above facts, it is found absolutely necessary to have one clerk for registering petitions and acknowledging them, one clerk to maintain the "To" register, and another for maintaining the "From" register and cross referencing. One extra clerk is necessary for assisting the Head Clerk in comparing the several drafts typed and doing other miscellaneous work He would also serve the purpose of a "Reserve clerk" to look after the duties of some clerk or the other who will be going on leave on some ground or the other One Dafterband is also necessary to help the Record keeper in filing and Record sorting work

7 At present there are only two clerks, besides the Head Clerk, who is entrusted with the work of comparing of fair copies, supervision over the work of the Typists and the other clerks, and attending to the disposal of records and references referred to him as

also to correspondence in general Since there are already two clerks, as stated above in this section, one could be entrusted with the work of maintaining the "From" register and the other with the "To" register Three more clerks--one for petitions, another for comparing fair copies and other miscellaneous work and the third for Record work, as also a Daftarband for assisting the Record keeper are now necessary

8 The subject was placed before the Board at its meeting held on 24-6-1948, when it was "Resolved that the additional establishment was absolutely necessary, that the office note be approved and sanction of Government be obtained

9 I request that sanction of Government may ~~be~~ kindly be obtained to the appointment of three clerks in grade 40-2-50-3-80 in the Administrative section as also a Daftarband

Yours faithfully,

CHAIRMAN

KRR/-

L 3280 27-9-48 4

The chairman, C D T Board,
Bangalore

Sir,

With reference to your letter No J 164/48 & 13-9-48 re the appointment of additional staff in the ~~Engineering~~ Administrative Section of the Trust Board, I am directed to request you to ~~send~~ send the statement showing the statistics - vide para 2 of your letter - as the same has not been received here

Yours faithfully,
for
Secretary
31-9-48

2865/M 5
11/10

WD 05967—GPB—50,000—9-3-42

194

From

The Chairman,
City Improvement
Trust Board, Bangalore

To

JANAB SYED ABDUL ALEEM, B A ,
Secretary to Government,
Revenue Department,
Bangalore

Dated 1st October 1948

Despatched

Received

General No

No

Enclosure No

Sir,

I have the honour to forward herewith the statement of statistics of work done in this office as desired in your letter No L 3280 dated 27-9-1948

2 This was left behind while despatching the letter

Yours faithfully,

CHAIRMAN

KRR/-

G R S App F VI—G 2]

SUBJECT

6 copies

7

Diary No of letter replied to 2165

General and Revenue Secretariat

( )

the *194*

Section SNA

File No 14-48

Serial No 80

Proceedings of the Government of His Highness the Maharaja of Mysore

Date of issue 17-1-1949
19-1-49

Signed by Sd/- K R Rao

Read— correspondence ending with letter No J 202/48-49 & 1-10-48 from the chairman, CDT Board, Bangalore regarding sanctioning to the entertainment of an additional establishment consisting of three clerks on Rs 40-2-50-3-80 and one draftsman in the Administrative section of the Board, as resolved by the Board at its meeting held on 21-6-48

order No L8069-71-37 17-1-49

ordered that file be sent to the Board that only two clerks

May this be—

(i) printed ?

(ii) treated as a Standing Order ?

(iii) published in the Gazette English Part ?

(iv) translated ?

(v) placed at the disposal of the Press ?

Order thereon—No

(vi) published in the Gazette Kannada Part ?

additional Dy
Controller of Rs 40-2-50/EB 3-80 each from
and one ~~Asstt~~ Draftsman in
Rs. 25-1-30 from be appointed in the Administrative section
of the C D T Board, Bangalore
on a fixed Fare basis, in the
first instance

~~No. of~~

Yours
A Secretary
To
The Chairman, C D T
Board, Bangalore
The Auditor, P A D through the
Secretary
The public service Commissioner,
in Mysore

List of Enclosures

Copied by

Examined by

WD 04162—GPB—60 000—23 10 41

COMPARATIVE STATEMENT OF WORK DONE IN THE CURRENT BRANCH DURING THE LAST THREE YEARS UNDER SEVERAL HEADS.

	Details	1945-46	1946-47	1947-48	Remarks
1	(a) No of references received	2,320	2,427	2,934	
	(b) No despatched	2,251	3,614	5,198	
	(c) No of petitions received				
	(1) Relating to sites	14,057	24,445	4,205	A number of petitions of previous years which could not be acknowledged during those years owing to rush of work were acknowledged during the current year
	(2) Miscellaneous	44	92	402	
2	Schemes sanctioned and ~~under~~ undeformulation	- 4	3 13	8 28	Though the receipts under applications for sites during the year have lessened, applications by way of reminders in respect of previous petitions are being received every day and are being replied
3	Fair Copies typed and sent	516	956	2,335*	

* The work under typing has considerably increased and the figure 2335 does not actually represent the communications typed The figure is practically more than double this number as most of the drafts and notes are dictated and are reduced to typing from Shorthand in the first instance The drafts so typed are again typed ~~for~~ after approval

4 Records work done

In Record work is complete arrears and the best portion of the time of all the officials of this Section is taken away in searching for references required by the Officers of the Board

Questions relating to the increase in the number of Gazetted staff and also increase of the number of hands in the Drawing, Engineering, Stores and Accounts Sections are in various stages of pendency The papers of all these Sections have to be referred and dealt with in the CurrentSection and the work in the Section is getting abnormally increased and additional hands are absolutely necessary on the following scales

(1) [illegible]

(2) [illegible]

Questions relating to [illegible] of Gazetted Staff and [illegible] under Land Acquisition Sections are in various stages of [illegible] papers of all these Sections have to be referred and dealt with in the Current Section [illegible] work in the Section is getting abnormally increased and additional hands are absolutely necessary on the following scales

(1) One Clerk to assist the Head Clerk in comparing fair-copies and maintaining Fair Copy Register (He may also be made as Reserve clerk)

(2) One Clerk to attend to Tappals (i e)'From' Register

(3) One Clerk for Record work

(4) One Attender to assist Record Keeper

5	Officers to whom papers have to be referred and from whom papers are received in the office	4	4	6
6	Officials to whom papers have to be referred and whose papers have to be attended to in this Section	36	33	44

C. R. Narasimha

CHAIRMAN,
City Improvement Trust Board,
Bangalore

gvm/-3-
30-9-48

PROCEEDINGS OF THE GOVERNMENT OF HIS HIGHNESS
THE MAHARAJA OF MYSORE

READ -

Correspondence ending with letter No.G 202/48-49 dated 1st October 1948 from the Chairman, City Improvement Trust Board, Bangalore, requesting sanction in view of the expansion of activities of the Board and consequent increase in work, to the entertainment of an additional establishment consisting of three clerks on Rs.40-2-50-3-80 and one Daftarband in the Administrative Section of the Board, as resolved by the Board at its meeting held on 24th June 1948.

ORDER NO L80 69-71 | ml 14-48-50

Dated, Bangalore, the 19-1-49
19-1-49

Government are pleased to direct that only two additional clerks on Rs 40-2-50-3-80 each per mensem and one Daftarband on Rs.25-1-30 per mensem be appointed in the Administrative Section of the City Improvement Trust Board, Bangalore for a period of one year in the first instance.

M C Ramachar
General Secretary to Government.

To
The Chairman, City Improvement Trust Board, Bangalore
" Auditor, Public Works Department through the Financial Secretariat.
" Public Service Commissioner in Mysore.